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## **Community Development Director**

### **GENERAL PURPOSE**

Performs a variety of duties including routine management of the Planning and Zoning Division, Building Division, and the Code Compliance Division. Additionally, complex technical work in connection with the Department including the Comprehensive Growth Management Plan, Land Use Regulations and other codes as they relate to land use.

### **SUPERVISION RECEIVED & EXERCISED**

Works under the general supervision of the Town Manager. The Community Development Director supervises divisional staff including an Administrative Assistant, Planning and Zoning Division, Building Division, and the Code Compliance Division.

### **ILLUSTRATIVE TASKS**

- Coordinates, develops, interprets and implements the Town's Comprehensive Plan.
- Coordinates, develops and implements the Town's Land Development Regulations and any other land use regulations.
- Formulates recommendations for amendments to the Comprehensive Plan and Land Development Regulations for submittal to the Town Manager.
- Reviews and disseminates information pertaining to legislation adopted by the Town Council and other agencies which regulate the Town's land development.
- Reviews occupational licenses, alcohol beverage licenses, oversees permitting of residences, commercial, offices, apartments and condominiums, and accompanying auxiliary structures and uses for compliance with the Comprehensive Plan and Land Development Regulations.
- Oversees Geographic Information System (GIS) personnel and projects.
- Meets with members of the general public to address planning issues.
- Supervises and directs contract personnel as necessary.
- Processes plans and building permits.
- Assists and provides information on land use matters to walk-through public on a daily basis.
- Plans, organizes, directs, and administers all activities of the Department including, but not limited to, personnel, general departmental operations, records management, and contract administration.



- Appraises conditions of work in the Department and takes necessary steps to improve conditions and operations.
- Responsible for the development of departmental operations and procedures manual, disciplining departmental personnel, evaluation of staff performance, annual review and recommendation for approval/denial of promotions as prescribed in the Town's Personnel Rules and Procedures Manual.
- Trains and supervises staff members in carrying out the overall department activities.
- Submits annual budget estimates and accompanying descriptions of need to the Town Manager and supervises the control and expenditures of departmental appropriations.
- Develops and maintains high level of professional and community service.
- Maintains high ethical, honesty and moral standards.
- Develops, implements and maintains a departmental operations and procedures manual.
- Maintains the knowledge, ability and responsibility to effectively recommend hiring, firing, promotion or other status changes of employees to the Town Manager as necessary.
- Ability to get along with others and work effectively with the public and fellow workers.
- Prepares and submits reports of department activities as requested to the Town Manager.
- This position requires a cell phone with voice and data capabilities. Availability by cell phone & email is required at all times.
- Attends monthly Town Council Meetings.
- Performs any other duties assigned by the Town Manager.

#### ADDITIONAL EXAMPLES OF DUTIES

- Develops and helps to implement sustainability recommendations and plans for Town facilities.
- Develops programs and assists private parties in helping to implement Town or State sustainability goals.
- Researches, prepares and presents staff reports during Zoning Workshops and Town Council Meetings.



- Meets with and explains to members of organizations and the general public, specific planning, zoning and development activities, projects, regulations and standards, including those dealing with Town sustainability programs.
- Organizes public outreach efforts and public education programs dealing with sustainability and other planning issues.
- Meets with and explains to members of the development community and general public, programs, projects, and concepts related to Town sustainability programs, comprehensive planning and current planning activities.
- Develop, plan, coordinate and assist in implementation of recommendations and programs related to sustainability. Participates in public outreach efforts and public education programs dealing with sustainability and related planning issues.
- Assist the Town in defining goals, performance measures and long range planning for sustainability. Monitor and evaluate sustainability program effectiveness, document trends, and recommend and implement modifications to improve program success.
- Performs a variety of research work relating to sustainability planning, including the collection and analysis of various data.
- Attends public meetings of various boards, commissions and committees, presenting reports on assigned projects and activities.
- May be assigned as a staff liaison with a specific board, commission or committee, providing technical advice and assistance.
- Facilitates intra-departmental and inter-departmental coordination to support Town sustainability efforts.
- Assists in preparing and implementing environmental management systems where appropriate.

#### KNOWLEDGE, SKILLS & ABILITIES

- A Master's Degree in planning, public administration or related field from an accredited college is strongly preferred.
- Must be a certified Planner as recognized through the American Institute of Certified Planners (AICP).
- Eight (8) years of professional planning and/or zoning experience in the public sector and supervisory experience.



- Must have thorough knowledge of the principles and practices of sustainability planning as well as urban planning and land use laws and regulations.
- Demonstrates ability to accomplish multiple and varied tasks efficiently and effectively, and ability to communicate effectively orally and in writing
- Work experience in the field of sustainability is preferred.
- Must possess or be able to obtain upon appointment a valid driver's license in the State of Florida and have a good driving record.
- Ability to maintain effective working relationships with co-workers, the general public and elected officials.
- Maintains high ethical and professional standards.
- Must be computer literate with working knowledge of Microsoft Word, or a similar word processing program as well as Arc Info or other Geographic Information System (GIS) mapping application, and AutoCAD.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Applicants must complete all requirements established by the Town of Cutler Bay for employment. This may include, but is not limited to, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.
- The minimum requirements may be waived by the Town Manager.

#### STATUS

Exempt, full time

#### Salary:

Yearly: \$80K-\$100K D.O.Q. Applications Deadline: Position open until filled.



The Town of Cutler Bay (the “Town”) is located in the southern portion of Miami-Dade County, Florida. The Town is comprised of approximately 10 square miles bounded by SW 184 Street to the north, US-1 Busway to the west, SW 232 Street to the south, and Biscayne Bay to the east. The Town abuts the Village of Palmetto Bay to the north and unincorporated Miami-Dade County to the west and south. The Town is currently characterized by established and developing residential communities and commercial development along US-1 and Old Cutler Road.

The Town was incorporated as the 35<sup>th</sup> municipality in Miami-Dade County in 2005. Since incorporation the Town population has grown from 39,000 (2005) to an estimated 42,035 (Est. 2013) residents. This represents a growth rate of over 300 residents per year. This moderate growth rate is expected to continue for the next three to five years as new housing developments are completed and others enter the planning phase. Despite the anticipated population growth for the next several years, the Town’s buildable land inventory for both residential and commercial use is very limited. Presently, there are several small pockets of undeveloped land within the general vicinity of Old Cutler Road and Lakes by the Bay that can accommodate future residential (single-family units, townhomes and apartments) and mixed-use developments.

Residential uses occupy approximately 38 percent (2,500+ acres) of the Town’s total land area (6,523 acres), far exceeding the acreage in any other use. There are four (4) residential neighborhoods in the Town. 1) neighborhood west of Old Cutler Road that includes Cutler Ridge, Whispering Pines, Bel-Aire, and Pine Tree Manor, developed in the 1950s and 1960s. 2) Saga Bay residential neighborhood located on the east side of Old Cutler Road, developed in the 1970s. 3) Lakes-by-the Bay residential neighborhood located east of Old Cutler Road and south of Saga Bay, development began in the 1980s. The last vacant parcels are currently under construction or are approved future development. 4) Cutler Cay the latest residential neighborhood is located north of Saga Bay, developed in the 2000’s.

As indicated, the commercial uses are primarily located along the US-1 and Old Cutler Road corridors. Commercial uses occupy an estimated 265 acres (4.1%) of the Town land area, while office uses approximately 26.7 acres (.4%). Although commercial uses comprise a relatively small percentage of the Town's total land area, their prominent location makes them key to the Town's image and identity. The Southland Mall area located in the southeastern portion of the Town, south of the junction of US 1 and Florida Turnpike located on approximately 220-acre site is the only regional mall in south Miami-Dade County. This mall serves the retail needs of both the South Dade and Monroe County residents.

The other uses such as institutional, transportation, communication, parks, preservation and conservation areas, and undeveloped lands make-up approximately 57.5% of the Town's total land area.

In Fiscal Year 12-13, the Town approved ten (10) new residential development projects which included single-family (213 units), townhomes (165 units) and apartments (137 units); and two (2) major commercial projects under the newly adopted Land Development Regulations (LDRs). The majority of the residential projects are either completed or in the construction phase. Once these residential projects are completed the Town will have over 500 new housing units in their property tax role with an estimated assessed value of \$80.1 million. These projects will generate an estimated \$137,000 in new property taxes for the Town. During the same period, the Town also approved several commercial mixed-use projects in addition to the Shoppes of Cutler Bay. These other commercial projects (restaurants, retail and commercial stores) are located along the US 1 corridor in one of the Town's Brownfield Areas (Perrine Brownfield Area).

The Community Development Director has at his/her disposal three (3) pre-qualified, full-service Planning Consultants. The "Consultant(s)" act as an additional technical resource for the Community Development Department. The Consultants have the capability and experience to integrate basic planning practices (social, environmental and economic disciplines) to proactively engage residents and interested stakeholders in the Town's planning decision-making process. The Consultants technical staff is composed of experienced certified planners (AICPs) with multi-disciplinary backgrounds that includes, but is not limited to, land use planning, project implementation, land development regulations, comprehensive planning, environmental planning, transportation planning, and economic analysis. The services provided are project specific (including cost recovery assignments) and are assigned on a work-order basis.

The following provides a description of the professional services that the Town's three (3) Planning "Consultant(s)" provide:

- General Planning Services
- Concurrency Review
- Land Use and Zoning Analysis
- Transportation Studies
- Environmental Studies (Brownfield Redevelopment)
- Plan and Permit Review (Includes Inspections Services)
- Natural and Cultural Resources Assessments
- Water Resources Planning
- Public Outreach Support Services
- Review Landscape Plan

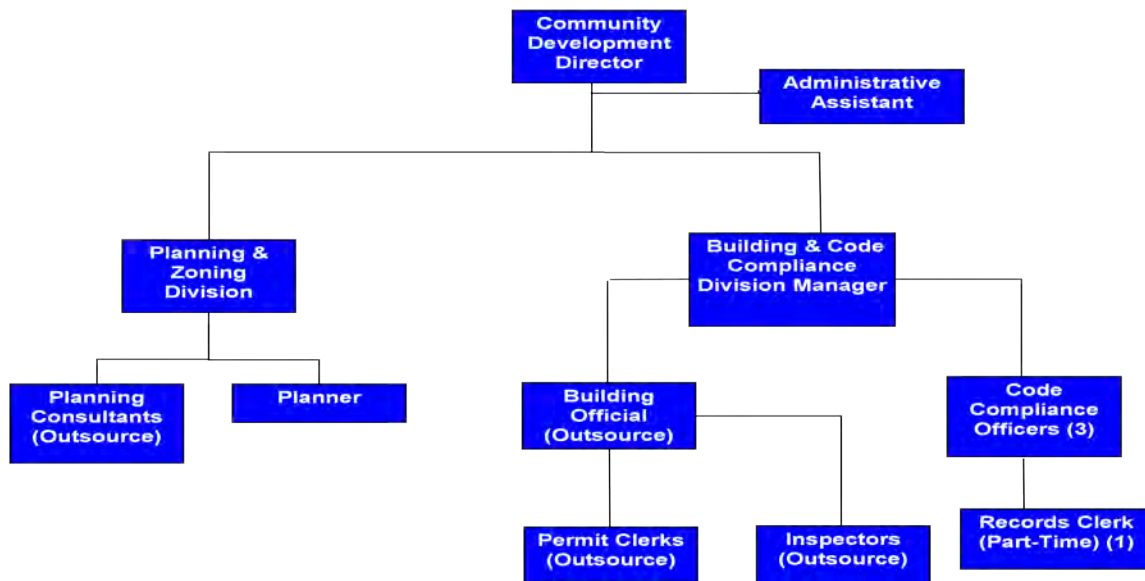
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Attachment "A" – Zoning Map

Attachment "B" – Town Development Map

[http://www.cutlerbay-fl.gov/communitynews/1381185603\\_Land%20Development%20Regulations%2082113.pdf](http://www.cutlerbay-fl.gov/communitynews/1381185603_Land%20Development%20Regulations%2082113.pdf)

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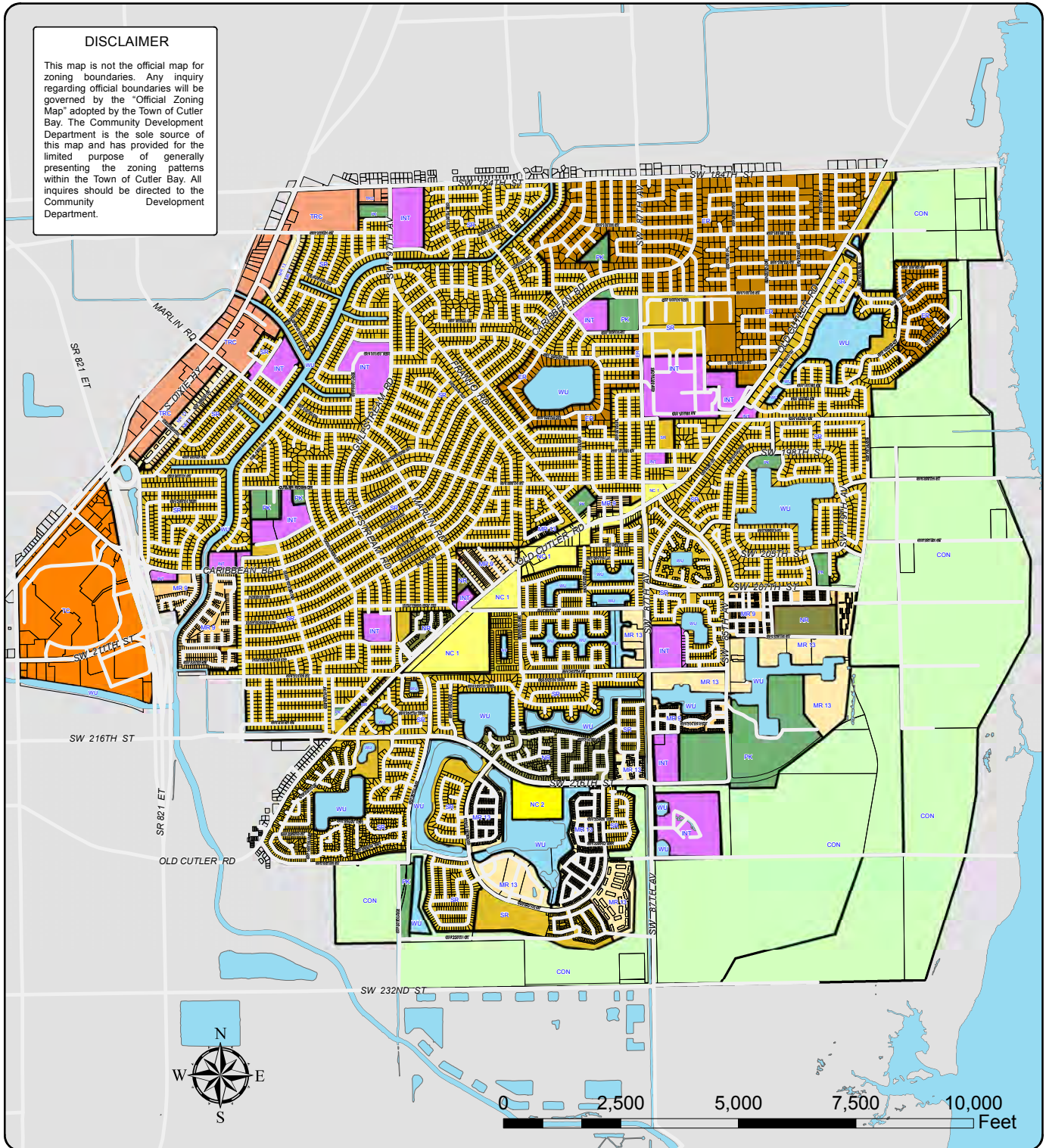


# Town of Cutler Bay ATTACHMENT "A"

## Zoning Map

### DISCLAIMER

This map is not the official map for zoning boundaries. Any inquiry regarding official boundaries will be governed by the "Official Zoning Map" adopted by the Town of Cutler Bay. The Community Development Department is the sole source of this map and has provided for the limited purpose of generally presenting the zoning patterns within the Town of Cutler Bay. All inquiries should be directed to the Community Development Department.



### LEGEND

<b>ER</b>	Estate Residential, 1 Dwelling Unit/15,000 sq. ft.	<b>INT</b>	Institutional
<b>SR</b>	Single-Family Residential, 1 Dwelling Unit/7,500 sq. ft.	<b>PK</b>	Parks
<b>MR 9</b>	Multi-Family, 9 Dwelling Units/net acre	<b>CON</b>	Conservation
<b>MR 13</b>	Multi-Family, 13 Dwelling Units/net acre	<b>WU</b>	Water Use
<b>NR</b>	Neighborhood Residential, 5 Dwelling Units/net acre	<b>TRC</b>	Transit Corridor
		<b>TC</b>	Town Center
		<b>NC 1</b>	Neighborhood Center 1
		<b>NC 2</b>	Neighborhood Center 2



June 20th, 2012



# Town of Cutler Bay 2013 Development Projects



## Legend

2013 Development Projects (As of 2013)

**Project: Olive Garden Restaurant**  
Type of Use: Commercial Mixed-Use  
Sq. Footage: 7,676 Square Feet  
No. New Permanent Jobs: 150+ (Est.)  
Capital Investment: \$4.5 Million (Est.)  
Special Designation: Brownfield Area

**Project: City Furniture Store**  
Type of Use: Retail Store  
Sq. Footage: 56,558 Square Feet  
No. New Permanent Jobs: 12 (Est.)  
Capital Investment: \$6.0 Million (Est.)  
Special Designation: Brownfield Area

**Project: Ashley Furniture Store**  
Type of Use: Retail Store  
Sq. Footage: 33,588 Square Feet  
No. New Permanent Jobs: 24-30 (Est.)  
Capital Investment: \$2.5 Million (Est.)  
Special Designation: Brownfield Area

**Project: Point Royale**  
Type of Use: Commercial Mixed-Use  
Sq. Footage: 6,500 Square Feet  
No. New Permanent Jobs: 50+ (Est.)  
Capital Investment: \$5.0 Million (Est.)  
Special Designation: Brownfield Area

**Project: Shoppes of Cutler Bay**  
Type of Use: Commercial Mixed-Use  
Sq. Footage: 87,444 Square Feet  
No. New Permanent Jobs: 250 (Est.)  
Capital Investment: \$10.0 Million (Est.)  
Special Designation: Old Cutler Road Historic Highway

**Project: Marilyn Hope's Place - Senior Community**  
Type of Use: Apartments  
Number of Units: 101  
No. New Residents: 230 People (Est.)  
Construction Jobs: 120 (Est.)  
Capital Investment: \$10.5 Million

**Project: Cutler Bay Estates**  
Type of Use: Residential  
Number of Units: 20  
No. New Residents: 66 People (Est.)  
Construction Jobs: 60 (Est.)  
Capital Investment: \$3.0 Million (Est.)

**Project: Cutler Bay Estates II**  
Type of Use: Single-Family Residential  
Number of Units: 10  
No. New Residents: 33 People (Est.)  
Construction Jobs: 50 (Est.)  
Capital Investment: \$5.0 Million (Est.)

**Project: Cutler Bay Estate III**  
Type of Use: Single-Family Residential  
Number of Units: 10  
No. New Residents: 33 People (Est.)  
Construction Jobs: 50 (Est.)  
Capital Investment: \$3.0 Million (Est.)

**Project: East Ridge Retirement Village**  
Type of Use: Institutional  
(Indep. Living Units; Assisted Living Units; and Skilled Nursing Residents)  
Number of New Additional Assisted Living Units: 30  
Number of New Additional Skilled Nursing Beds: 14  
Number of New Additional Memory Support Beds: 3  
No. New Residents: 75 People (Est.)  
Construction Jobs: 350 (Est.)  
Capital Investment: \$30.0 Million (Est.)

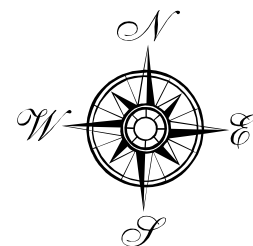
**Project: Blue Palms at Cutler Bay**  
Type of Use: Residential  
Number of Units: 12  
No. New Residents: 40 People (Est.)  
Construction Jobs: 50 (Est.)  
Capital Investment: \$2.0 Million (Est.)

**Project: Cutler Bay Townhouse Development**  
Type of Use: Apartments  
Number of Units: 36  
No. New Residents: 82 People (Est.)  
Construction Jobs: 50 (Est.)  
Capital Investment: \$2.0 Million (Est.)

**Project: Lakes by the Bay - Parcel Eve**  
Type of Use: Townhomes  
Number of Units: 89  
No. New Residents: 203 People (Est.)  
Construction Jobs: 100 (Est.)  
Capital Investment: \$7.0 Million (Est.)

**Project: Lakes by the Bay - Parcel H Trellis**  
Type of Use: Townhomes  
Number of Units: 76  
No. New Residents: 173 People (Est.)  
Construction Jobs: 75 (Est.)  
Capital Investment: \$5.0 Million (Est.)

**Project: Lakes By The Bay - Parcel Faye**  
Type of Use: Residential (Zero Lot Lines)  
Number of Units: 153  
No. New Residents: 505 People (Est.)  
Construction Jobs: 100 (Est.)  
Capital Investment: \$7.0 Million (Est.)



0 875 1750 3500  
Feet

Biscayne National Park

Biscayne National Park

Town of Cutler Bay  
Unincorporated Miami-Dade County